


## Manage Education History

### Description

**Task:** Add or update your education history on your Worker Profile.

**Who Performs This Task?:** All employees.

To add or update your educational history on your Worker Profile...

1. From the **Home** page, click the **Personal Information** worklet.
2. Click the About Me [About Me](#) hyperlink.
3. From the **Job** tab, go to the Professional Profile sub-tab.
4. In the **Education** section, click the Add [+ Add](#) link (next to Education) to enter new information or the Edit link to update existing information.
5. Verify the country defaults to the United States of America.
6. Type or use the prompt to enter or update the School.
7. Type or use the prompt to enter or update the Degree.
8. Click the drop down in the Degree Received field to select whether a degree was received.
9. Enter a value in the Year Degree Received field.
10. The other fields are optional. Enter values, if desired.
11. Click the **Submit**  button.




**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit
- Click **Cancel** to cancel the process and start at another time



**Information:** Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

12. Click the **Done**  button.
13. The System Task is complete.